



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES

REQUEST FOR PROPOSALS # 15-03-907
AMENDMENT # ONE
FOR OFFICE SPACE IN SHELBY COUNTY,
TENNESSEE

DATE:

RFP # 15-03-907 IS AMENDED AS FOLLOWS:

1. This RFP Schedule of Events updates and confirms scheduled RFP dates.

SCHEDULE OF EVENTS

2.1. RFP Schedule of Events

EVENT	TIME (central time zone)	DATE (all dates are state business days)	UPDATED/CONFIRMED
1. RFP Advertised		June 17, 2016	CONFIRMED
2. RFP Published		June 17, 2016	CONFIRMED
3. Disability Accommodation Request Deadline		June 23, 2016	CONFIRMED
4. Pre-proposal Conference (if applicable)		N/A	CONFIRMED
5. Notice of Intent to Propose		June 24, 2016	CONFIRMED
6. Written "Questions & Comments" Deadline	10AM Central Time	July 1, 2016	CONFIRMED
7. State Response to Written "Questions & Comments"		July 14, 2016	UPDATED
8. Proposal Deadline and Opening	11AM Central Time	August 1, 2016	CONFIRMED
9. State Completion of Proposal Evaluations		August 29, 2016	CONFIRMED
11. State Notice of Intent to Award Issued / Finalization of Lease Agreement and RFP Files Opened for Public Inspection		Sept. 1, 2016	CONFIRMED

12. Executive Sub Committee of the State Building Commission Approval Sought (If lease term is greater than 5 years or annual rent is greater than \$150,000)		Oct. 24, 2016	CONFIRMED
13. Lease is circulated to successful Proposer for signature		Oct. 28, 2016	CONFIRMED
14. Lease Signature Deadline		Nov. 23, 2016	CONFIRMED
*16. Desired Occupancy Date		Nov. 30, 2017	CONFIRMED

2. State responses to questions and comments in the table below amend and clarify this RFP.

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

Follow example below for questions:

1. What exactly is education going to be using the space for?	Tennessee's Early Intervention System (TEIS) provides case management and evaluation services through this office to families of eligible infants and toddlers ages birth to age three with disabilities. School based support provides monitoring of TDOE funded child care programs.
2. What the traffic will be like coming in and out of the building?	This office is not open to the public. Eligible families are allowed into the office by appointment only. Employees go out to homes and facilities through the work day. Trainings and meetings are held on a regular basis.
3. Will students be coming into the proposed space or will this be an admin type office only?	Students (infants and toddlers birth to three) will not be coming into the space without family members who have an appointment.
4. Will any property above ground floor (like the 2nd floor) be considered at all?	Ground floor should only be considered due to the activity of the employees that require them to leave and return on a frequent basis. Due to the nature of the work performed at this location, splitting employees between floors is not acceptable. Space should be ADA compliant.
5. Where is their existing location that this group is moving from?	2175 Business Center Dr. Suite 11, Memphis TN 38134.
6. What will this particular location be doing?	Providing office space for TEIS employees and school based support to document activities that occur in the field, provide supervision of staff, and provide meeting / training space, and meet with eligible families by appointment only.
7. Will they be receiving visitors?	Visitors will not be received without an appointment.

8. On the space program provided, can a key for “type” and “wall” abbreviations be denoted?	Not at this time.
9. What is the nature of the foot traffic that’ll be associated with this lease?	TEIS employees and school based employees are frequently in and out of the office on a daily basis. Administrative staff is available in the office throughout the day during office hours. Families of eligible infants and toddlers ages birth to age three with disabilities will be accommodated by appointment.
10. Is this space back-office/administrative or will there be a steady flow of students entering the facility?	No students will enter the facility without appointment and without family members.
11. What are the perceived operating hours of this use?	Monday through Friday 8 a.m.-4:30 p.m.